

Microsoft Office

Norwich	Days	Apr	May	Jun	Jul	Aug	Price
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Microsoft Excel

Introduction	1	4 / 20	3 / 18	1 / 12 / 28	10 / 26	8	£175
Intermediate	1	5 / 21	4 / 5 / 19	2 / 13 / 29	11 / 27	9	£175
Advanced - Level 1	1	27	16 / 24	5 / 22	6 / 20	17	£175
Advanced - Level 2	1	28	18 / 25	6 / 23	7 / 21	18	£175
Visual Basic	2	*	*	28-29	*	*	£495

Microsoft Word

Introduction	1	*	11	*	5	*	£175
Intermediate	1	*	12	*	6	*	£175
Advanced - Level 1	1	6	*	14	*	21	£175
Advanced - Level 2	1	7	*	15	*	22	£175

Microsoft Access

Introduction	2	*	10-11	*	20-21	*	£350
Intermediate	1	6	*	19	*	14	£175
Advanced	1	7	*	20	*	15	£175
Visual Basic	2	*	*	*	*	*	£495

Microsoft Outlook

Introduction	1	3	*	*	14	*	£175
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Microsoft PowerPoint

Introduction	1	*	22	*	13	*	£175
Advanced	1	10	*	9	*	7	£175

Microsoft Project

Introduction	1	24-25	8-9	26-27	*	*	£395
Advanced	1	*	15	*	*	*	£250

Microsoft Publisher

Introduction	1	28	*	*	4	*	£175
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Microsoft Visio

Introduction	1	*	19	*	17	*	£250
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Kings's Lynn	Days	Apr	May	Jun	Jul	Aug	Price
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Microsoft Word

Introduction	1	*	*	*	*	*	£175
Intermediate	1	*	*	*	*	*	£175

Microsoft Excel

Introduction	1	*	4	*	*	*	£175
Intermediate	1	*	5	*	*	*	£175
Advanced - Level 1	1	*	*	15	*	*	£175
Advanced - Level 2	1	*	*	16	*	*	£175

Web Design

Norwich	Days	Apr	May	Jun	Jul	Aug	Price
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Creating Video Content for the Web

Introduction	2	*	*	*	*	*	£600
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Wordpress

Introduction	1	*	12	*	*	*	£250
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King's Lynn	Days	Apr	May	Jun	Jul	Aug	Price
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Wordpress

Introduction	1	*	*	*	3	*	£250
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Technical & Programming

Norwich	Days	Apr	May	Jun	Jul	Aug	Price
C# .Net Programming							
Introduction	3	*	*	*	*	*	£925
Exchange Server							
Installing and Managing	3	*	*	*	*	*	£925
PowerShell							
Administration and Scripting	3	24-26	*	*	*	*	£925
SQL Server							
Programming and Development	3	*	*	*	*	*	£925
SharePoint							
Installation and Administration	3	*	*	*	*	*	£925
Window Server							
Configuring, Managing and Maintaining	3	*	*	19-21	*	*	£925

Adobe Creative Suite

Norwich	Days	Apr	May	Jun	Jul	Aug	Price
Adobe Creative Cloud Essentials							
Introduction	2	*	*	*	10-11	*	£495
Adobe Creative Design Techniques							
Introduction	1	*	26	*	*	*	£265
Illustrator							
Introduction	2	*	*	12-13	*	*	£495
Advanced	1	*	*	*	*	*	£265
InDesign							
Introduction	2	*	22-23	*	*	*	£495
Advanced	1	*	25	*	*	*	£265
Photoshop							
Introduction	2	*	*	14-15	*	*	£495
Advanced	1	*	24	*	*	*	£265

Cambridge

Days	Apr	May	Jun	Jul	Aug	Price	
InDesign							
Introduction	2	*	*	*	13-14	*	£495

King's Lynn

Days	Apr	May	Jun	Jul	Aug	Price	
InDesign							
Introduction	2	*	*	*	4-5	*	£495
Photoshop							
Introduction	2	*	*	*	6-7	*	£495

Social Media, SEO & PPC

Norwich	Days	Apr	May	Jun	Jul	Aug	Price
Social Media							
Beginners Guide to Social Media	1	*	9	*	*	*	£300
Advanced Guide to Social Media	1	*	23	*	*	*	£300
Customer Service On Social Media	1/2	*	*	*	*	*	£150
Social Media Law & Legal Issues	1/2	*	*	*	*	*	£150
SEO & PPC							
Google Analytics	1	*	3	26	*	*	£300
Search Engine Optimisation	2	24-25	*	*	*	*	£600
Google Adwords	1	*	17	*	*	*	£300

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Management Training & Personal Development
Norwich
Drive - Director & Senior Management Development (8 half day) Developing the skills of inspirational leadership, enterprise and innovation and practical management.

May 2017	May 4, 11, 18, 25, June 8, 15, 22 and 29 (Thursday mornings)	£2,050
September 2017	September 28, October 5, 12, 19, November 2, 9, 16 and 23 (Thursday mornings)	£2,050
ILM Level 5 Award in Management (Additional Fee)		£200

Forefront - Team Leader Development (6 half day sessions) Developing practical management techniques, interpersonal and team building skills.

May 2017	May 12, 19, 26, June 9, 16 and 23 (Friday mornings)	£1,395
June 2017	June 12, 19, 26, July 3, 10 and 17 (Monday mornings)	£1,395
September 2017	September 8, 15, 22, October 6, 13 and 20 (Friday mornings)	£1,395
ILM Level 3 Award in First Line Management (Additional Fee)		£180

Presence - Communication & Influencing Skills (6 half day se Developing positive communication, organised thinking, influencing skills, self confidence and enthusiasm.

Please call for dates	£1,395
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Cambridge
Forefront - Team Leader Development (4 full day sessions) Developing practical management techniques, interpersonal and team building skills.

June 2017	June 7, 14, 21 and 28 (Wednesdays)	£1,395
ILM Level 3 Award in First Line Management (Additional Fee)		£180

Project Management

Norwich	Days	Apr	May	Jun	Jul	Aug	Price
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Agile PM

Foundation & Practitioner	4	*	*	*	*	*	£1,495
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APM

Project Fundamentals	2	*	*	*	*	*	£695
Project Management	5	*	*	*	*	*	£1,495

PRINCE2 ®

Foundation	3	24-26	*	5-7	*	*	£695
Foundation & Practitioner	5	24-28	*	5-9	*	*	£1,095
Practitioner Upgrade	2	*	*	8-9	*	*	£575
Practitioner Re-registration	2	*	*	8-9	*	*	£575

MSP

Foundation	3	24-26	*	5-7	*	*	£695
Foundation & Practitioner	5	24-28	*	5-9	*	*	£1,095

Cambridge

Days	Apr	May	Jun	Jul	Aug	Price
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PRINCE2 ®

Foundation	3	*	*	26-28	*	*	£695
Foundation & Practitioner	5	*	*	26-30	*	*	£1,095

Chelmsford

Days	Apr	May	Jun	Jul	Aug	Price
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PRINCE2 ®

Foundation	3	*	15-17	*	10-12	*	£695
Foundation & Practitioner	5	*	15-19	*	10-14	*	£1,095

Ipswich

Days	Apr	May	Jun	Jul	Aug	Price
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PRINCE2 ®

Foundation	3	*	8-10	*	*	*	£695
Foundation & Practitioner	5	*	8-12	*	*	*	£1,095

For other Project Management venues and dates please visit our website

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Business & Personal Development

Norwich	Days	Apr	May	Jun	Jul	Aug	Price
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Business Skills

Assertiveness	1	*	*	*	3	*	£250
Business Writing Skills	1	*	*	22	*	*	£250
Communication Skills	1	20	*	*	*	*	£250
Conducting Effective Meetings	1	*	*	20	*	*	£250
Credit Control	1	*	*	*	18	*	£250
Finance for Non-Financial Managers	1	*	*	8	*	*	£250
Influencing Skills	1	*	*	*	4	*	£250
Minute Taking	1	*	23	*	3	*	£250
NLP Introduction	1	*	*	9	*	*	£250
NLP Level 1	1	*	*	*	7	*	£250
PA / Executive Assistant	1	*	*	28	*	*	£250
Presentation Skills	1	*	*	6	*	*	£250
Report Writing	1	*	*	*	12	*	£250
Time Management	1	27	*	*	10	*	£250
Train the Trainer	1	*	*	27	13	*	£250
Writing for the Web	1	26	*	*	*	*	£250

HR

Appraisal	1	*	*	26	*	*	£250
HR Essentials for Line Managers	1	26	*	12	*	*	£250
Recruitment & Selection	1	*	8	*	*	*	£250

Sales & Customer Service

Customer Care	1	*	25	*	*	*	£250
Dealing with Difficult People	1	*	*	30	*	*	£250
Handling Customer Complaints	1	*	*	13	*	*	£250
Negotiating Skills	1	*	15	*	*	*	£250
Networking Skills	1/2	*	*	*	14 (am)	*	£150
Overcoming Objections & Closing Techniques	1/2	*	*	*	6 (am)	*	£150

Cambridge

Days	Apr	May	Jun	Jul	Aug	Price
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Business Skills

Assertiveness	1	*	*	*	3	*	£250
Bid and Tender Writing	1	*	*	*	*	*	£250
Business Writing Skills	1	*	*	22	*	*	£250
Communication Skills	1	20	*	*	*	*	£250

Health & Safety

Norwich	Days	Apr	May	Jun	Jul	Aug	Price
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IOSH

Working Safely	1	*	*	28	*	*	£170
Managing Safely	4	*	*	19, 20, 26 & 27	*	*	£690

NEBOSH

National General Certificate - Units: NGC1, GC2 & GC3	11 + exams	NGC1: 15, 16, 17, 18 and 19 May, Revision: 31 May (am), Exam: 7 June (9.30am) GC2: 22, 23, 24, 25 and 26 May, Revision: 31 May (pm), Exam: 7 June (2pm)					£1,495
Fire Certificate - Units: FC1 & FC3	5 + exams	FC1: 12, 13, 14, 15 & 16 June, Exam: 21 June (2 pm)					£850
Environmental Certificate - Units: EC1 & EC2	5 + exams	EC1: 27, 28 February, 1, 2 and 3 March, Exam: 8 March (9.30am)					£850

King's Lynn

Days	Apr	May	Jun	Jul	Aug	Price
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NEBOSH

National General Certificate - Units: NGC1, GC2 & GC3	11 + exams	NGC1: 5, 6, 7, 8 and 9 June, Revision: 20 June (am), Exam: 22 June (9.30am) GC2: 17, 18, 19, 20 and 21 July, Revision: 1 August (am), Exam: 3 August (2pm)					£1,495
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